

**CITY OF CINCINNATI - POLICE DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-001	OH-2 Ohio Traffic Crash Diagram Narrative	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory
Safety	Police		01-002	OH-3 Ohio Traffic Accident Witness Statement	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory
Safety	Police		01-003	OH-4 Ohio Traffic Crash Report (Addendum)	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory
Safety	Police		01-004	437A K9 Daily Activity Report	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-005	437B K9 Monthly Officer's Daily Activity Record	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-006	437C Canine Officer's Activity Record Yearly Composite	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-007	440 Voluntary Shift Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-008	443 Voluntary off-day Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-009	Records Request Forms 29 and Forms 606	Current year plus 2 yrs	Paper	6/25/2015	Blackwell, Jeffrey
Safety	Police		01-011	RC-2 Schedule of Records Retention and Disposition	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Police Department			01-012	RC-3 Certificate of Records Disposal	2 years + current	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Safety	Police		01-013	2-S Authorization for Payroll Deduction	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-014	IS-5 Intelligence Data Form Company/Organization	5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-015	6-S Lost Time Notice	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-016	8C Change Order for Purchase Order	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-017	13S Telephone	Destroyed Daily	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-018	16S City of Cincinnati Correction Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-019	17S Request for Paid Overtime	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-020	17S Temporary Transfer Division 1 Employees	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-021	17-SA Interdepartment Correspondence	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory

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Safety	Police		01-022	17S-B Interdepartment Correspondence Sheet	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-023	18S Petty Cash Reimbursement Voucher	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-024	21S Ohio Division of Wildlife Deer Killed by Motor Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-025	27-S Local Mileage Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-026	33S Requisition for Materials, Supplies and Services	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-027	34 Vehicle Pursuit Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-028	35S Performance Report Civilian	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-029	190 Request for Elimination Prints	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-030	195 Picture Label	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-031	212 Media Identification pass	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-032	243-A Conviction Record Transcript	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-033	272 Affidavit	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-034	273 Notice of Seizure/Proof of Service	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-035	277A Controlling District/Section/Unit Debriefing Report	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-036	279 Confidential Informant Receipt	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-037	309 Inactive Case Warrants	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-038	311-ADD Supplementary Offense Report Addendum	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-039	311 DV Domestic Violence Investigation Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-040	316A Deceased Person Report	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-041	341 Cincinnati Police Departmental Receipt	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-042	368 Abandoned Vehicle Sticker	One year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-043	400 Employee Separation Time Report	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-044	405 Personal Crimes Unit Report of Missing Person	Two years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-045	428 Mountain Bike Inspection Report	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-046	430 Lease Car Exchange Form	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-047	439A Shift Selection Form (Early Power)	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-048	439B Shift Selection Form (Late Power)	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-049	439C Shift Selection Form (Early/Late)	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-050	444 Administrative Remarks	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-051	451 Commendations	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-052	497 DUI Jacket Sign-Out Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-053	515 Volunteer Application for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-054	516 Office Request for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-055	517 Volunteer Cincinnati Volunteer Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-056	518 Volunteer Cincinnati Confidentiality Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-057	528 Accident Information Exchange Form	30 days	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-058	536 Notice of Exclusion-Prostitution Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-059	537 Notice of Exclusion-Prostitution Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-060	538 Notice of Exclusion Drug Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-061	539 Notice of Exclusion Drug Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-062	540 Exclusion Zone Variance	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-063	551 Notice of Improper Form or Information	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-064	603 Consent to a Chemical Test without a Warrant	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-065	604 Request for Release of Records	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Police			01-069	644 Daily Observation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Safety	Police		01-071	Form 650 First Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-072	651 Second Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-073	653 Citation Tag Registration Information Card	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-074	655M Minor Misdemeanor Fine Schedule	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-075	655P CPI Payment Instructions	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-076	655R Citizen Referral	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Police Department			01-077	655T MUTT Payment/CPI Payment Instructions	Until Superseded	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Safety	Police		01-078	662 Prisoner Phone Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-079	317 Cincinnati Police General Conditions Report	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-080	668C Overtime Availability Form	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-081	670 Interdepartmental Warrant Control Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-082	671 Notification Letter Traffic	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-083	674 Case Delay Request Card	Destroyed Daily after Court	Paper	10/1/2001	Baker, S. Gregory

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-084	675P Address Information Request (Post Office)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-085	685 Report of Investigation	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-086	689 Abandoned Building Status Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-087	690 Visitors Log Sheet	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-088	BMV-2308 Request for Drivers License Examination or Recertification	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-089	BMV-3134 Financial Responsibility Proof	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-090	BMV-3303 State of Ohio Motor Vehicle Crash Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-091	Burglary Prevention Check List	One year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-092	Card Request Form	One year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-093	Canine Activity Report	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-094	Canine Drug Training Record	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-095	Cars Cleared	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-096	Cartridge Envelope	Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-097	CDOP 100 Emergency Lineup	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-098	CDOP 105 Command Post	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-099	Certificate of Military Training Pay	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-100	CHRC Suspected Hate Crime Incident Referral	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-101	Civilian Observer Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-102	Confiscated Property Notice	1 year after disposal of property	Paper	10/1/2001	Baker, S. Gregory

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Safety	Police		01-103	Consent Agreement (Polygraph)	Lifetime of Subject	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-104	HP 3A State Highway Patrol Aircraft Accident Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-105	Completion of 3 month Training Session	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-106	Damage Claims	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-107	DLC 4053 Police Notification	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-108	Driver's License Verification	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-109	FD-249 Ten Print Fingerprint Card	Subject 80 years of age or dies	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-110	Front Yard Parking Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-111	Gang Hotline Complaint Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-112	Gun Envelope	Until Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-113	Hamilton County Coroner's Laboratory Evidence Submission Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-114	HEA 2652 State of Ohio Intoxilyzer Test Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-115	HP 70 State Highway Patrol Investigative Field Sketch	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-116	Official Crime Laboratory Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-117	Ohio Uniform Incident Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-118	PSA-17 Personal Firearm Approval Request	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-120	Robbery Key Book	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-121	Robbery Task Force Cars Cleared Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-122	School Crossing Guard Information	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory

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Safety	Police		01-123	Staff Time and Cost of Referral (Council Response)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-124	State of Ohio Intoxilyzer Log Book	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-125	State of Ohio Test Card Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-126	Victim/Witness Statement	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-127	Visitor Pass	Destroy at end of visit	Paper	10/1/2001	Baker, S. Gregory
			01-128	Cincinnati CAD System Defect Report	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-129	Cincom 7 Communication Complaint Form	Five years	Paper	10/1/2001	Baker, S. Gregory
			01-130	Cincom 10 TCRU	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
			01-131	Cincom 12 DEC Service Log	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-132	Daily Worksheet (TCRU)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-133	Dispatcher Training and Evaluation Daily Observation Report	Ten years	Paper	10/1/2001	Baker, S. Gregory
			01-134	Police Communications Section Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-135	Sit Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-136	Notice of Vehicle Impoundment	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-137	Notice to Lienholder of Impounded Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Police			01-138	18C Use of Canine	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-139	18CI Use of Chemical Irritant	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-140	18I Injury to Prisoner	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-141	18TBFP Use of Taser/Beanbag Shotgun/40MM Foam Round/Pepperball	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			01-142	Mobile Video Recording	90 days	electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		01-143	Mobile Video Recording	The orig.mobile video recording will be retained for 1 yr when used as: evidence, training, public rec rqst	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		01-152	Form 17IT Request for Division Information Technology	Current Year + 5 Years	Paper	07/11/2001	Baker, S. Gregory
Police	Criminal Investigation Section	Major Offenders Unit	02-001	Fraud "Information Only" case jackets and contents	Current year plus 3 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.
Police			02-002	Police Department Assignment Report	Current year plus 5 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.
Police			02-003	Employment Verifications	Current year plus 1 previous year	Paper	6/28/2002	Janke, Assistant Chief Richard L.
Police			02-004	Form 17S Substation Request Form	Current year plus 1 previous year	Paper	6/28/2002	Streicher, Chief Thomas H., Jr.
Police			02-005	Form 17MS Monthly Substation Inspection	Current year plus 1 previous year	Paper	6/28/2002	Streicher, Chief Thomas H., Jr.
Police			02-006	Form 473--Liquor Permit Application Routing Slip	Until Liquor License is cancelled	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-007	Crime Stoppers Tip Cards	Current year plus 2 yrs	Index Card and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-008	Department of Justice Compliance Documents	Current year plus 5 yrs	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-010	18T Use of Taser/Diagram (Discontinued as Form 18A)	Current year plus 10 years	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-011	18A Weapons Discharged at an Animal	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-012	18AD Accidental Discharge	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.



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Police			02-013	Form 18F-Supervisor's Preliminary Use of Force Investigation Jacket	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-014	18SW Supplemental Witness List	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-015	17DP Detail Policy	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-016	17FTA Failure to Appear for Court	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-017	17IT Information Technology Request	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-018	644S Daily Observation Report Supplemental Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-019	646A FTO Program Sergeant's Weekly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-020	646B FTO Program Relief Commander's Narrative Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-021	647A FTO Program Supervisor Monthly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-022	647B FTO Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-023	Form 648A-Citizen Complaint Resolution Process-Acknowledgement of Participation-Meeting	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-024	Form 648B-Citizen Complaint Resolution Process-Resolution Disposition	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-025	301AS CPD Arrest Supplement	No longer used; replaced by schedule #08-037, #08-038 and #08-039	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-026	311G CPD Confidential Investigative Notes-General	No longer used; replaced by schedule #08-041	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.

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Police			02-027	311N CPD Confidential Investigative Notes-Narrative	No longer used; replaced by schedule #08-041	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-028	301PS CPD Property Supplement Report	No longer used; replaced by schedule #08-037, #08-038 and #08-039	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-029	311S CPD Confidential Investigative Notes-Suspect	No longer used; replaced by schedule #08-041	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-030	301 WS CPD Victim/Vehicle Supplement	No longer used; replaced by schedule #08-037, #08-038 and #08-039	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-031	311DV CPD Confidential Investigative Notes-Domestic Violence	No longer used; replaced by schedule #08-041	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			02-032	303 CPD Motor Vehicle Incident Report	Current year plus 6 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			04-003	Form 304A, Child Abduction/Amber Alert Plan Form	Current Year + 3 Years	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-004	Form 331, CPD Money Disposition Order	Current Year + 2 Years after disposition	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-005	Form 70T, Request for Outside Travel	Five Years + current term	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-007	Court Notices	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-008	Neighborhood Reports	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-010	Contact Cards	Current + 5 Years	Electronic	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-011	Bureaus' News Release, monthly and annual reports	None established	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.

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Police			05-001	Court Control Daily Tally Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-002	Court Control Daily Log Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-003	Form 330 Receipt for Property (evidence types of property) (white copy)	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-004	Release/Return of Items Card	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-005	Disposition Court Order	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-006	Daily File Jacket	Current Year + 5 Years	Manilla Folder	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-007	ACE Court Property Database	Current year + 25 Years	Magnetic Disk	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-008	Property Card File (to 1995)	Current year + 25 Years	Index Card	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-009	Paid CPI's	Until Audited	Paper	3/5/2010	Streicher, Chief Thomas H., Jr.
Police			05-010	Unpaid CPIs	Perpetual	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-001	Form RIP1 - Rapid Indictment Program request to officers for more information on felony cases	Current plus the previous 6 months -- Destroy without RC-3	Paper	09/14/2006	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-002	Form RIP2-Rapid Indictment Weekly Report	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-003	Form RIP3-Rapid Indictment Program Monthly Report	One year plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-004	Form RIP4 - Rapid Indictment Program Annual Incremental Report	Current plus previous 10 years	Paper	09/14/2006	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-005	Form RIP5-Rapid Indictment Program Log	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			07-001	Staff Notes (maintained in the Planning Section only)	Three years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police Department			07-002	Staff Notes - electronic (H drive)	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT  
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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-003	Form 527E - Case Investigation Jacket	Current year plus 3 previous years after the adjudication of the criminal charges	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-004	MVR1 - In-car Camera Tape/Disc Log	90 days	electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Police Department			07-005	MVR2 - In-car Camera Spare Tape/Disc Log	90 days	electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Police Department			07-006	MVR3 - MVR/DVR Custody Log	One year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-007	MVR4 - Supervisor's Daily Review Log	90 days	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-008	Form 15CD - CD/DVD Property Envelope	Upon disposal of contents	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-009	Form 15DIH - Notice of Impoundment and Hearing	1 year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-010	Form 311CW - Canvas/Witness Information	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-011	Form 311 ON - Officer's Notes	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-012	Form 529 LI - Liquor Inspection Check Off List	Perpetual	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-013	Form 560 - Community Problem Solving Worksheet	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-014	Form 561 - Community Problem Oriented Policing Action Summary	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-015	Form 562 - CPOP Resource Request	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-016	Form 669 - Report of Inspection Outside Employment	Current year plus 6 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-017	MUTT and NTA Correspondence	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-018	Form 314 Adult (copies only)	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-019	Telephone Bills (change from Cincinnati Bell Records to include all telephone bills)	2 years (no change)	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-020	Daily Reports/Worksheets	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-021	Court Control Unit Log	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-022	Form 202C - Civilian Daily Time Report	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-023	Criminal Case Files - Misdemeanor	Change retention to "Current year plus 2 previous years- provided no action pending" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-024	Criminal Case Files - Felony, 6-year prosecution limitation	Change retention to "Current year plus 6 previous years- provided no action pending" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-025	Criminal Case Files - Felony (20-year prosecution limitation)	Change retention to "Current year plus 20 previous years-provided no action pending" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-026	Accreditation Files - Copies	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-027	Form 17DC - Change in Detail Assignment	Current year plus 6 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-028	Form 90SP-Supervisor's Review of Vehicle Crash (copies)	Five years after the vehicle is removed from service	Electronic	03/05/2010	Streicher, Chief Thomas H., Jr.
Police Department			07-029	Criminal Case Files - Homicide; Closed	Change retention to "30 years after appeals exhausted" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-030	Criminal Case Files - Homicide:Pending	Change retention to "Permanent" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-031	DVR-HD, DVR Hard Drive Log	90 days	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-032	647C, FTO Recertification and Evaluation Report	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-033	647D, FTO Sergeant Recertification and Evaluation Report	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-034	647E, Community Problem Oriented Policing Problem-Solving Exercise	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			08-001	AE-2, Alarm Notification of 3 False Alarms	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-002	AE-3, False Alarm Appeals	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-020	BMV0018-Ohio Bureau Motor Vehicles Affidavit of Non-Liability for Parking Infractions	2 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-021	Dog Day Reports (K-9 Handlers)	2 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-022	Daily QOS (Court Query)	Daily	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			08-023	Time Balances for Transferred Personnel and Increment OT Paperwork	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-024	Restricted Parking Requests	6 Months	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-025	Contract Agreements (copies)	5 Years after close of the contract	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-026	Invoices (copies)	5 Years after date of invoice	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-027	AED Incident Report	10 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-028	AED Monthly Maintenance Checklist	Retain as long as AED in service	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-029	Safety Action Plans	Until Superseded	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-030	Public Vehicle Taxi Driver Files	7 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-031	Gun Validations	1 Month + Current Month	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-032	Gun Cancellations	Cancel if on RCIC list longer than 7 years or otherwise instructed by the Court Property Unit	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-033	Truant Logs	6 months	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-034	Wanted Fliers	Until Arrested	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Police Department			08-035	Wanted Fliers	Until Arrested	Electronic	11/13/2008	Streicher, Chief Thomas H., Jr.
Police			08-036	CAD Point to Point Electronic Mail	30 days	Electronic	11/13/2008	Lieutenant Colonel Michael Cureton, APC
Police Department			08-037	CAD Transitory messages	30 days	Electronic	11/13/2008	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			08-037	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Originals	1 year plus current year at Records Section	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-038	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Second Copy	One year plus current year at District of Occurrence	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-039	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Third Copy	Placed in Criminal Case Jacket	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-040	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) LLE entry	Homicides, 30 years, Offenses with 20-year statute of limitation, 20 years; all other felonies, 10 years; all other incidents, 10 years	Electronic	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-041	Form 311 - Incident Report (includes all reports starting with "311", including 311A, 311B, etc.) - Original	Placed in Criminal Case Jacket	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-042	Form 311 - Incident Report (includes all reports starting with "311", including 311A, 311B, etc.) - Second Copy	One year plus current year at District of Occurrence	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-043	CINCOM 6 Weapons, Stolen/Lost/Found/Recovered Card	Two years after disposal of weapon	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-044	Commendations (Copies)	Six months	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-045	Criminal Case Jacket - Homicides	30 years	Electronic	11/13/2008	Ltc. Richard L. Janke, APC
Police			08-046	Criminal Case Jacket - Offenses with 20 years statute of limitation	20 years	Electronic	11/13/2008	Ltc. Richard L. Janke, APC



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			08-047	Criminal Case Jacket - Offenses with less than 20 years statute of limitation	10 years	Electronic	11/13/2008	Ltc. Richard L. Janke, APC
Police			09-001	Form 311MO-Method Of Operation Report	Placed in criminal case jacket	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-002	Form 311MO-Method Of Operation Report	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-003	Form 601PV-Consent to Search Person or Vehicle	On capital crimes; Perpetual; length of appeals process on other crimes	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-004	Form 18F-Supervisor's Preliminary Use of Force Investigation Jacket	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-005	Form 18DD-Canine Detection Squad Deployment	One year plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-006	Form 18CD-Use of Canine (Field Deployment Report)	One year plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-007	Form 17MPR-Mobile Phone Reimbursement Report	Two years	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-008	Form 311IA-Internet Access Report	Two years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-009	Form 311MA-Monthly Internet Access Report	Two years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-010	Bureau Memos	Two years plus current	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-011	Form 527J-Juvenile Case Information Jacket	Not retained by CPD-sent immediately to the Hamilton County Prosecutor's Office	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-012	Form 306-Preventive Patrol Report	30 days	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-013	Form 648-Citizen Complaint or Information	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			09-014	Case Files (incl. the case narrative [Form 17] and the citizen's complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, Arrest reports, Reprimand reports	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-015	Form 648A-Citizen Complaint Resolution Process-Acknowledgement of Participation-Meeting	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-016	Form 648B-Citizen Complaint Resolution Process-Resolution Disposition	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-017	Form 457V-Video Examination Worksheet	Five years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-018	Citywide Neighborhood Public Safety Camera-Video	14 days	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-019	ALPR-Automatic Vehicle License Plate Recognition Database	90 days, then archived to server for one year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-020	ALPR-Automatic Vehicle License Plate Recognition Database, Hot List	Overwritten daily	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			09-021	Video	Maintain for length of associated report/case jacket	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			10-0001	MUTT (Ohio Multi-Uniform Traffic Ticket) - Records Copy (Green Copy)	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-002	Form CS-8, Certificate of Military Training Pay	Five years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			10-003	Form 285-Vice Activity Complaint	Four years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-004	Form 411-Financial Profile Request	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-005	TASER AXON (Electronic Video)	90 days	Electronic	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-006	Affirmative Action Files	Permanent	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-007	Form REOC-Regional Emergency Operations Center Activation Matrix	Five years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-008	Form 474M-Standardizing Liquor License Objection Assessment Matrix	Perpetual	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-009	Form 311EQ-Missing Persons High Risk Assessment Questionnaire	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-010	Form 311EL-ESME Officer Check-Off List	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-011	Form 311EC-Missing Persons Case Jacket Check-Off List	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-012	Form 311EA-Missing Persons Task List-Adults	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-013	Form 311EJ-Missing Persons Task List-Juvenile	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Police			10-014	Form IV1-Infant Vitality Referral Form	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-015	Personnel Information Sheet	One year after separation, then microfilmed and filed perpetually	Microfilm	11/19/2010	Combs, Assistant Chief Cindy M.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			10-016	Medical Jackets-includes Form 91S and Worker's Comp. reports, Form 25S for FMLA, WH380, Form 74, Form 96, Exemption for Grooming Standards, drug screen results for transfers, employment medical evaluation form, WH382	Perpetual until separation then purged of Form 96, Exemption for Grooming standards and drug screen results; then kept for five years after separation then destroyed.	Paper	06/25/2015	Blackwell, Jeffrey
Police			10-017	Chronic Nuisance Premises, Notice Letter	Seven years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-018	Chronic Nuisance Premises, Change in Status Letter	Seven years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-019	Chronic Nuisance Premises, Billing Letter	Seven years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-020	Form 526A-Liquor Permit Premise Vice Activity	Two years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-021	Digital Photos	All digital photos should be downloaded to a computer disk (CD) and placed in the corresponding case jacket/report and retained for the length of time as the case jacket/report associated with.	Electronic/ Computer Disk	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-022	Paper Photos	All paper photos will have the retention period of the case jacket/report file they are associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			10-023	Form 529L-Cincinnati Police Department, Request for Citation	Perpetual	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-024	Form 290-Flagged Person Entry/Removal Request	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-025	Form 607A-Witness Preparation Form, Photo Lineups Blind Administrator	Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-026	Form 607B-Witness Preparation Form, Photo Lineups Blinded Administrator	Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-027	Form 607C-Witness Preparation Form, Live Lineups	Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-028	Files on Gambling	Five years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-029	Form 15D-Dangerous/Vicious Dog Registration	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police			10-030	Form 15DE-Vicious Dog/Pit Bull Registration Envelope	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Police	Telecommunications		79-1	Accounts receivable (accounts may relate to damaged facilities)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		79-11	Cincinnati Gas & Electric Bills	Until Audited	Paper	04/23/1979	Webking, Ralph T.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police	Telecommunications		79-14	Diagrams, Drawings, and Prints (alarm boxes, switchboards, circuits, etc.)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-15	Auxiliary Alarm Records (DC26 circuit tests: ADT, LUD, & WH)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-16	Box Tests, Yearly (box number & date)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-17	Circuit No. (DC88 - date, sopen, GRN HR, crossed, clear, location)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-18	Circuit Readings (DC37 - circuit number, date, line volts, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-19	Company No. (DC87 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		79-2	Activity Reports, Yearly (for this division)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-20	Dispatcher's Report of Damaged Facilities (DC82 - date, time, facility damaged, extent of damage, cause, names & addresses of persons involved)	Retain until facility is repaired, & restitution is made	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-21	Emergency Calls Record - Dispatcher's (DC25-date, time, location, time dispatched, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-22	False Alarms (DC101 - date, time, box number, phone, location)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-23	Fire Hydrants Reported Used (DC77-date, by whom, received from, time, & location)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-24	Fire Report Records (DC34 & 34A - dispatcher, time, box, location, cause)	5 Years, provided no action is pending	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-25	Hydrants & Water Sprinklers/Streets (DC27 - date removed from service)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-26	Miscellaneous Orders (DC30 - date, time, message)	Permanent	Paper	04/23/1979	Webking, Ralph T.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police	Telecommunications	Dispatchers Records:	79-27	Monthly Data Sheet (DC38 - date, circuit number, telephones, teletype, alarm circuit, paging circuits)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-28	N.A.W.A.S. Record (DC111 - national air warning service: warning point, tour of duty, date, time, message)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-29	Paging Circuit No. (DC98 - monthly circuit readings)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-3	Applications for Hold-up Alarm at Station X (DC103-date, company, & address)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-30	Radio Log, Fire 2-way KQC 767 (FCC Regs.:47 CFR 89.175, 89.179, 91.160, 93.160)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-31	Running Card - 5 Alarm (DC50 - engine company, box number, location)	Until Superseded	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-32	Signal Circuit L to R Card (DC45 - circuit break locator)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-33	Telephone Circuit Test Sheet (DC52)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-34	Teletype Co. No. (DC86 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-35	Teletype Unit No. (DC89 - service record)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-38	Formal Account Status Report (print-out; complete summary)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-39	Interdepartmental Billing (voucher number, department billed, description, accounts to be credited, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Dispatchers Records:	79-40	Invoices (includes packing slips, & requisitions)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-41	Box Typer & Mounting Sheet (DC33 - box number, circuit number, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-42	Central Office Battery Readings (DC56)	1 Year	Paper	04/23/1979	Webking, Ralph T.

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Police	Telecommunications	Line Crew Records:	79-43	Circuit Trouble & Complaints (DC35 - date, time, circuit, complaint, remarks)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-44	Installations & Removals - Outside (DC32-name, date, code, location, poles)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-45	Job Time Sheets - Outside (DC33 - name, code, hours, location, description, date)	Provided transferred to Record Book: 1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-46	Pedestal & Call Box Terminal Cards (DC46 & 47)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-48	Municipal Garage Charges (print-out)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Line Crew Records:	79-49	Payroll Records (includes crew time sheets, daily time sheets DC21, overtime sheets DC69, payroll exemptions, payroll register, vacation & sick leave balances, & worksheets - record copies of print outs in Finance Department)	Provided audited: 3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		79-5	Capital Improvement Files (reports & files relating to major projects)	22 Years after date of project completion	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-51	Daily Radio Repair Records (DC12, 12A, & 12B - status, date, complaint, service data)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-52	Portable Radio Equipment Log (DC83R)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-53	Radio Circuit Diagrams (DC95)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-54	Radio Operator's Schedule (DC20)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-55	Radio Shop Maintenance Record (DC93)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-56	Satellite Service Records (DC112 - battery charger service)	3 Years	Paper	04/23/1979	Webking, Ralph T.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police	Telecommunications	Radio Shop Records:	79-57	Service Record for Radio Equipment (DC84 - date, location, service data, serviced by)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-58	Siren Record (DC114 - date, equipment number, siren type, serial number & department)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-59	Transmitter Log (DC113 - system, transmitter or channel, frequency, date, current, & service data - FCC Regs.: 47 CFR 89.175, 89.179, 91.160, 93.160)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		79-6	Cash Receipt Book	Until Audited	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications	Radio Shop Records:	79-62	Voucher Index & Voucher Record Sheets (includes DC49 - date, voucher number, amount, firm, inventory number, purchase order number, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		79-8	Centrex Telephone System (DC116 - listing of Centrex lines)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		79-9	Centrex Trouble Report Cards - Telephone Operators	2 Years	Paper	04/23/1979	Webking, Ralph T.
Police	Telecommunications		80-1	Magnetic Tape Recordings of Emergency Requests	Information on tapes may be destroyed after three (3) months. The tapes themselves may be destroyed when no longer capable of making a good recording (at the discretion of the department head) by a means of destruction which protects their confidentiality.	Magnetic Tape	1980	McGinnis, Bret

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			81-1	Case Files (incl. the case narrative [Form 17] and the citizen's complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, Arrest reports, Reprimand reports).	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Safety	Police	Personnel Section	81-10	Job Complement Number	Permanent	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police	Personnel Section	81-11	Job Complement Numbers of Payroll List	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-13	Weekly Leave Report	5 years plus current	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police	Personnel Section	81-16	Notary Public Commission Forms	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police		81-18	Personnel Bulletins	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		81-19	Personnel Distribution List	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police	Internal Investigation Section	81-2	Case Ledger (case by case listing)	Permanently	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-2	Assignment Availabilities Notices	3 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-20	Personnel Jackets-Current; Includes auto accident list, efficiency rating scores and reports, commendations list, assignments list, armed forces service reports, personal history statement, disciplinary action reports and official Oath of Office	Purge discipline per contracts; retain remainder of file until termination of employee, then treat as a Separated Personnel Jacket	Paper	11/19/2010	Combs, Assistant Chief Cindy M.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police	Personnel Section	81-21	Personnel Jackets - Separated Personnel (Includes: same as current personnel jacket with the addition of separation forms, Form 17 memo on separation)	Purge as for 81-20. Retain file for 1 year, then microfilm all items, except for discipline other than layoff or dismissal. Retain film permanently and destroy paper copy (unless there is continuing litigation, in which case the paper copy is to be kept until settlement)	Microfilm	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police	Personnel Section	81-23	Promotional List from City Hall	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-24	Request for Transfer	3 Years	Paper	08/06/1981	McGinnis, Bret
			81-26	Salary Step-up	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police	Personnel Section	81-27	Seniority List	Until superseded	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police	Personnel Section	81-28	Separations List	Permanent	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		81-29	Tuition Reimbursement Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police	Internal Investigation Section	81-3	Index Card File of Cases	Permanently	Paper	02/26/1981	McGinnis, Bret
Police			81-3	Background Investigation Reports (of job applicants)	2 Years	Paper	6/28/2002	Combs, Assistant Chief Cindy M.
Safety	Police	Personnel Section	81-30	Unemployment Claim Forms	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police		81-3A	Background Investigation Reports (of rejected job applicants)	Change retention period to 5 Years	Paper	10/16/1995	Gustavson, William M.
Safety	Police	Internal Investigation Section	81-4	Monthly Summary Reports	At least one copy permanently	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-4	Badge Number File	Permanent	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police	Internal Investigation Section	81-5	Special Analysis Reports (compiled from other records)	Review annually for disposal.	Paper	02/26/1981	McGinnis, Bret

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police	Personnel Section	81-5	Change in Employee Data Forms - 31P	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-7	Correspondence and Interdepartmental Memos	Review annually for disposal.	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-8	Death Claims (Death benefit vouchers - original in Finance)	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-9	Disciplinary Action File (to enable personnel jacket purges)	Revolving file as outlined in contracts	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police	Communications	85-12	Wrecker Tow Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-13	P.C.S. Misc. Record Files	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-15	GBDC Messages	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-16	ERD Printouts	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-18	Computer Teletype Room Output	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-2	REACT Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-20	Teletype Cards - Active and Cancel	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-21	False Alarm Cards - CINCOM 5	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
	Police	Communications	85-22	Dispatch Cards - CINCOM-1	4 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-3	Auto Theft/Recovery Log Book	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-4	P.C.S. Misc. Correspondence	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-7	Information Desk Reports	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-8	Temporary Transfer Sheets	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			87-014	Cin-Com 2 - Stolen License Plate Card (green)	Change retention to "Current year plus 4 previous years" from "retain for period current license plate color is valid"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			87-016	Cin-Com 2 - Lost License Plate Card (blue)	Change retention to "Current year plus 4 previous years" from "retain for period current license plate color is valid"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
			87-094	304 CPD Missing Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-10	OH-1 - Auto Accidents	Five years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			87-100	Form 311A Preliminary Investigation Report (investigative report filed with form 301)	No longer in use. Maintain currently completed forms for length of associated case jacket.	Microfilm	11/13/2008	Lieutenant Colonel Michael Cureton, APC
Police Department			87-102	Form 312 Criminal Arrest Record (manual file of criminal arrest; form is no longer generated and has been replaced by computer program.)	Retain until entered into RCIC, subject reaches 80 years of age, or the Year 2034; whichever comes first	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Safety	Police		87-103	Form 314 Notice to Appear-Juvenile (used for updated criminal history file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-104	Form 315 alarm Response Report (report burglar alarm drop radio run)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-105	Form 316 Aided Cases Report (completed for sick, injured, found dead, suicides transported by Police Division personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-108	Form 322 Article Received by Pawn Broker (completed by pawn broker and returned to Police Division)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-109	Form 323M Report of Purchase of Precious Metals/Stones (completed by purchaser and returned to Police Division)	Current plus 2 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-11	IS-1 Daily Activity Report (criminal intelligence activity report)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-111	Form 327 Property Tag (hold for court)	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-112	Form 333 Report of Traffic Violations (a statistical report generated by computer)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-113	335 Personnel Payroll Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-114	Form 335A Shift Differential Report (tracking of shift differential pay)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-115	335B Sworn Annual Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-116	335C Bi-Weekly Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-117	Form 336 Unit Juvenile Arrest Report (juvenile arrests by unit) (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-118	Form 337 UCR Adult Arrest by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-119	Form 338 Total Arrests by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-12	IS-2 Intelligence Report (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-120	Form 369 Information to Wrecker Driver (authorized wrecker to tow vehicle at police officer's request)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-121	Form 387 UCR Juvenile Arrest/Conviction Report (computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-122	Form 388 UCR Arrest and Convictions Report (adults-computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-123	Form 389 UCR Total Arrest and Convictions Report (adults and juveniles - computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Police Department			87-124	Form 392 Personal Crimes Index Card File (cross index on investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/ indefinitely on unresolved cases	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Safety	Police		87-125	Form 404 Missing Persons Monthly Report (statistical report on number of missing persons)	2 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-127	Form 413-35 Photo Negative Record for 35MM film	Until film is developed	Paper	09/30/1987	Rager, David
Safety	Police		87-13	Cin-Com 2 Auto Theft Card (buff color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-130	Form 426 Mileage Report (monthly record of miles vehicle has driven)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-131	Form 427 Field Vehicle Inspection Report (inspection record of police vehicles) (listed on 81-31 schedule of record retention and destruction - request change to this schedule)	Current + previous year	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-132	Form 434 Non-Sworn Employee's Daily Time Report (listing of hours worked daily by civilian employees)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-133	435 Overtime Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-134	Form 436A Daily Activity Record (daily activity of police officer)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-135	Form 436B Monthly composite Activity Report	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-136	Form 436C Yearly Composite Activity Record	Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Police			87-137	Form 436J Personal Crimes Unit Daily Activity Record	1 year + current	Paper	11/13/2008	Lieutenant Colonel Michael Cureton, APC
Safety	Police		87-138	Form 438A Personnel Index Card (index file of Police Division employees, kept at Unit of Assignment)	Destroyed upon separation	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		87-139	Form 439 Shift Selection Form (request of police officer to select shift wished to work for upcoming year)	Current year only	Paper	09/30/1987	Rager, David
Safety	Police		87-14	Cin-Com 2 Stolen License Plate Card (green color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David
Safety	Police		87-140	Form 441 Personal History Statement (list of personal information on Police Division personnel)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-141	Form 441A Personal History Statement (supplement to Form 441)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-142	Form 442 Services in U.S. Armed Services (documentation of service in U.S. Armed Services)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-143	Form 445 Continuous Service Record (listing of services performed in the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-144	Form 446 Miscellaneous Record (used to record training received while with the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-145	Form 447 Automobile Accident Record (record of auto accidents involved in during career)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-146	Form 448 Performance Report (evaluation of yearly performance)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-147	Form 448A/B Evaluation Form (used to assist supervisor in evaluation of employee's yearly performance)	Destroyed upon completion	Paper	09/30/1987	Rager, David
Safety	Police		87-148	Form 449 Efficiency Ratings Percentile (listing of evaluation rating number)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-149	Form 450 Wanted Person Computer Entry Sheet (descriptive data and pickup radius information on wanted subject where a warrant has been issued)	Until warrant is served and computer entry is removed	Paper	09/30/1987	Rager, David
Safety	Police		87-15	CINCOM 2 Unauthorized Use of Motor Vehicle Card (pink color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-150	Form 451 BCI Log Sheets (criminal history/record dissemination log)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-151	Form 452 Service Record Folder (folder used to maintain personnel jacket information on Police Division Employees)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-152	Form 457 Articles for Fingerprint Check (evidence submitted)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-153	Form 458 Wrecker Release (signed by driver involved in auto accident who calls own wrecker)	Current year	Paper	09/30/1987	Rager, David
Safety	Police		87-154	Form 474 Renewal, Transfer, or Issuance of Liquor License	Until liquor license is cancelled by State of Ohio	Paper	09/30/1987	Rager, David
Safety	Police		87-155	Form 475 Personnel Memorandum (disciplinary action)	3 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-156	Form 475 Personnel Memorandum (Non-disciplinary action)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-157	Form 475A Weapon, Ammo Approval (target range qualification yearly)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-158	Form 479 Station Key Book Page (listing of offenses by offense number yearly)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-159	Form 481 Warrant Transfer Slip (listing transfer of warrant/capias from one unit to another)	Destroyed upon receipt	Paper	09/30/1987	Rager, David
Safety	Police		87-16	Cin-Com 2 Lost License Plate Card (blue color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David
Safety	Police		87-160	Form 484 Analytical Report for Liquor Violations (chemical analysis of Liquor confiscated)	6 Years after final disposition of case in court or Ohio Department of Liquor Control	Paper	09/30/1987	Rager, David
Safety	Police		87-161	Form 506 Juvenile Complaint Memorandum (investigation of juvenile)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-162	Form 517 Application for Private Police (personal history data on applicant)	5 Years after separation	Paper	10/16/1995	Gustavson, William M.
Safety	Police		87-163	Form 518 Commission for Private Police	5 Years after separation	Paper	10/16/1995	Gustavson, William M.
Safety	Police		87-164	Form 521 Application for Employment as School Crossing Guard (personal data on applicant)	1 Year	Paper	09/30/1987	Rager, David
Safety	Police		87-166	Form 524 Monthly Vice Activity Report (report on vice activity by month)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-167	Form 525 Worksheet for Tallying Motor Vehicular Accidents (number of auto accidents)	Current Month	Paper	09/30/1987	Rager, David
Safety	Police		87-168	Form 526 Vice Activity Report (report on each vice activity occurrence)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-169	Form 529 Liquor Arrest and Summary Report (arrest and investigation report involving liquor permit premise)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-17	Cin-Com 3 Additional Information Card (used for description of suspects or vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-170	Form 533 Hit and Run Supplementary Report (report completed on auto accidents where driver left scene of accident)	Solved cases: 3 Years; indefinitely on unresolved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-172	Form 535 Bond for Private Police Commission	Until expiration date	Paper	09/30/1987	Rager, David
Safety	Police		87-173	Form 536 Registry of Motor Vehicle Traffic Accidents (telephone report from officer of traffic accident)	Six Years	Paper	09/30/1987	Rager, David
Safety	Police		87-175	Form 552 Polygraph Release (signed waiver; agreement to take polygraph test)	Lifetime of individual taking test	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-176	Form 558 False Check Complaint (investigative information on a bad check)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-177	Form 565 Liquor License Information (investigative information on permit applicant)	Until liquor license is cancelled	Paper	09/30/1987	Rager, David
Safety	Police		87-178	Form 580 Personal Information Release Form (release of criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-179	Form 581 Request for Records Check (request for criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-18	IS-3 Inquiry Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-180	Form 586 Mobilization Alert (information relating to personnel recall during civil disturbances)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-181	Form 586A Recall Test Alert (test alert for recall and mobilization of personnel)	30 days after recall	Paper	09/30/1987	Rager, David
Safety	Police		87-182	Form 590 Chief's Memorandum (memo attached to paperwork requiring some action such as: an investigation, report, letter to the public, etc.)	Current + 6 Months	Paper	09/30/1987	Rager, David
Safety	Police		87-183	Form 599 Firearms and Ammunition Inventory	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-184	Form 600 Notification of Rights	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David
Safety	Police		87-185	Form 601 Consent to Search Without a Warrant	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-186	Form 602 Search Authorization (permission from supervisor to perform a strip and/or body cavity search)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-188	Form 611 Receipt for Junk Vehicle	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-189	Form 612 Release of Claims Form (release signed by non-employees riding as observers in police vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-19	IS-4 Intelligence Data Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-190	Form 614 Log Sheets (informational notes on civil disorders, rock concerts, special events, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-191	617 Monthly Compensatory Time Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-192	Form 620 Business Night Telephone Number File (emergency numbers for business places located in city)	Until superseded	Paper	09/30/1987	Rager, David
Safety	Police		87-193	Form 623 Crime Lab Report (analytical report of evidence submitted for analysis)	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David
Safety	Police		87-194	Form 624 Uniform and Related Equipment Sheet (listing of uniform parts and equipment assigned to sworn personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-195	Form 628 Public Appearance Report (report of police personnel making an appearance at a public meeting, school, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-196	630 Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-197	Form 633 Court Notify Page (officer's notify for court)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-198	Form 639 Relief Moving Violations Logs (listing of moving violation citations)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-199	Form 643 Public Information Desk Report of major events or crimes to be disseminated to news media	Current + previous month	Paper	09/30/1987	Rager, David
Safety	Police		87-20	Cin-Com 4 Wrecker Dispatch Card (record of wreckers dispatched to accident scenes)	Current + previous year	Paper	09/30/1987	Rager, David
Police			87-200	645 FTO Program Beat Profile	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-201	645B Field Training Guide (Recruit Evaluation)	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-202	Form 646 Bi-Weekly Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-203	647 FTO Final Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-204	Form 648-Citizen Complaint or Information	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Safety	Police		87-205	Form 652 Release of Medical Record Information (release of medical information of citizen regarding complaint against police officer)	5 Years	Paper	09/30/1987	Rager, David
Police			87-206	Form 657-Long Distance Telephone Form	Two years	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Police			87-207	Form 657A-Monthly Long Distance Telephone Report	Two years	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Safety	Police		87-208	Form 659 Warrant Holder Card (report advising subject who is to appear in court has an outstanding warrant which has not been served)	30 days	Paper	09/30/1987	Rager, David
Safety	Police		87-209	Form 660 Warrant Holder Place Slip (report requesting Form 659 be completed)	Current + previous year	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-210	Form 661 Visitor's Registration for Hospitalized Prisoners (visitor's log)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-211	668 Outside Employment Work Permits	Current Year + 6 Years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		87-212	Form 668B Outside Work Permit Roster (listing of officer's working an outside work detail)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-213	Form 669 Warrant Disposition Report (number of warrants in the districts)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-214	Form 675 Warrant Control Card (cross reference file of warrant unit of assignment)	Current plus previous year after warrant has been disposed of	Paper	09/30/1987	Rager, David
Police Department			87-215	Disposition Orders Letters	Current year plus 2 previous years- after case has final disposition	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Safety	Police		87-217	Form 682 Citation Arrest Summary (listing of citations to court, criminal cases, for a 24-hour period)	Current plus 3 previous months	Paper	09/30/1987	Rager, David
Safety	Police		87-218	Form 684 Vice/Drug Activity Complaint (card index system of complaints received regarding vice/drug activity)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-219	Form 687 Auto Fatality Report (information report completed when auto fatality occurs)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-22	City Letterhead Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-220	Form 688 Request to Purchase Service Revolver (completed upon retirement of officer)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-221	3x5 Accident Information Cards (cross index of auto accidents)	Six Years	Paper	09/30/1987	Rager, David
Safety	Police		87-222	Annual Report Compiling Papers (yearly preparation papers of annual report)	Perpetual	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-223	Armory Equipment/Military Roster Sign-out Book (control of armory)	perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-224	Arrest Logs (listing of all arrests entered into computer system)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-226	Award Files (information on nominations for police awards)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-227	Bank Deposit Ticket (record of monies received for copies of reports, name checks, etc.)	Until audited	Paper	09/30/1987	Rager, David
Safety	Police		87-228	Bicycle Registration Files (record of bicycles registered by citizens)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-229	Block Watchers Registration Files (information on block watch participants)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-23	Cin-Com 9 Tow Sheet (list of vehicles towed from city streets)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-23	9 Request for Certification/Contract	5 Years + Current Year	Paper	03/11/1991	Rager, David
Police			87-230	Police Blotters	5 years plus current at Police Department, then permanent to Archives	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Safety	Police		87-231	Budget Working Papers	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-232	Case Set on Officer's Off Day (report explaining why court case was set on officer's scheduled off day)	60 days	Paper	09/30/1987	Rager, David
Safety	Police		87-233	Check Off Lists (list showing officer was advised regarding the subject of the list)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-234	Cincinnati Traffic Tag-Affidavit Copy (issued parking ticket) (listed on 85-1 schedule of record retention and destruction--request change to this schedule)	Provided audited: Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-235	Conviction Transcript Letters (authorization to release criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-236	Court Notify Books (master book for all court notifies for all officers)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-237	Criminal Information Jacket (jacket containing fingerprints, palmprints, etc.)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-238	Daily Lineup (listing of persons working and radio car numbers)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-24	10 Cash Receipts Schedule	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-241	Destruction Records (listing of court-ordered destruction of property in police custody)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-242	Directed Patrol Sheets (information on specific patrol activities)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-243	Discretionary Car Report (listing of number of discretionary cars assigned daily)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-244	District Staff Meeting Notes (meeting notes of district supervisors)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-245	Drug Complaint and Investigation Reports (investigative information)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-246	Expenditure Reports (financial reports of Narcotic Liaison Unit)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-247	Felon Registration File (listing of individuals released from penal institutions)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-248	Grant Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-249	Greater Cincinnati Hospital Council Meeting Files (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-25	10A Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-250	Hamilton County Morgue/University Hospital Receipt(receipt of property for persons transported)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-251	Intelligence Reports (report of suspected drug dealers and users)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-252	Inventory Records (record of property assigned to units, such as desks, chairs, file cabinets, etc.)	Until Updated	Paper	09/30/1987	Rager, David
Safety	Police		87-253	Investigative Supervisors Meeting Notes (meeting notes on criminal activity)	Current + 10 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-254	Investigative Unit Assignment Logs (listing of cases assigned to investigate)	5 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-255	Investigative Unit Key Book (listing of offense reports)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-256	Investigative Unit Tracking Sheets (used to establish crime patterns)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-257	Letters Received by Police Division (request for some type of service or investigation)	1-7 Years depending on administrative value	Paper	09/30/1987	Rager, David
Safety	Police		87-258	Liquor Jackets (information on liquor permit premise)	perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-259	Master Log Book (complete listing of property coming into Police Division control)	30 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-26	10B Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-260	Media Teletype (important events, arrests, etc. sent by teletype to news media)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-261	Monthly Activity Record for Investigators (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-262	Monthly Tally Sheet (listing of daily sheets of Court Administration Unit's statistical information)	Current + previous year	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-263	Monthly Work Sheet for Covert Officers (activity record) (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-264	Motion for Continuance (request by citizen to have court date changed)	30 days after court date	Paper	09/30/1987	Rager, David
Safety	Police		87-265	Office Technical Equipment Allotment (request by unit to have new equipment purchased)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-266	Officer's Ledger of Violations (listing of Cincinnati traffic tags; Ohio uniform traffic tag and notice to appear tags when issued by officer)	Two year plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Safety			87-267	Employee Profile and Early Warning System (Profile System)	Current + 5 Years	Computer Data Base	07/11/2001	Ryan, Kent A.
Safety	Police		87-268	Officer's Relief Incident Log Book Pages (listing minor infractions or good work)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-269	OH-1 Monthly Summary Report (statistical review of auto accidents)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-27	CINCOM 11 Outside Visitor Work Log (record of outside work vendors)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-270	OUTT/CTT Inventory Control Sheets (inventory of Ohio uniform traffic tags/Cincinnati traffic tags issued to officers) (in District Four only)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-271	Operations Bureau Meeting Agendas and Notes (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-272	Police Clergy Roster and S.O.P. (listing of clergy and standard operating procedures)	Current year	Paper	09/30/1987	Rager, David
Safety	Police		87-273	Police Explorer Post Records (financial records)	Perpetual	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-274	Police Explorer Post Records (meeting notes, personnel roster, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-275	Pursuit of Criminal Funds (financial record of money used in criminal investigations such as: payment of informants, liquor, drugs, etc.)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-277	Communication Audio Tape	90 days	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		87-278	Recommendation for Salary Step-Up (approval or denial of next pay step)	3 Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-279	Recruit Class Curriculum (listing of the curriculum for each recruit class)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-28	Form 11 Radio Report (account for portable radio assigned to Operations Bureau)	Current Year unless investigation in progress on lost or stolen radio	Paper	09/30/1987	Rager, David
Safety	Police		87-280	RENU Case Summary (arrest and investigaiton information on drug cases)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-281	RENU Daily Activity Composite (activity record of officers assigned to Narcotic Liaison)	2 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-282	Registered Mail Receipts (receipt for registered mail sent by Impoundment Unit)	Current + 2 Previous Years	Paper	03/11/1991	Rager, David
Safety	Police		87-283	Reportable Crimes Tracking Sheet (used to establish crime patterns) (at District One only)	4 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-284	Robbery Task Force Booklet (information on yearly Robbery Task Force) (at District One only)	Current year	Paper	09/30/1987	Rager, David
Safety	Police		87-285	Robbery Tracking Graph (graph of robberies occurring during Robbery Task Force period) (at District One only)	Current year	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-286	Shipment Receipts (records of supplies, materials, goods, etc., received by Police Division)	Provided audited: Current + 5 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-287	Shooting Scores of individual officers (on 5x8 index cards)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-288	Special Events Files (information on Police Week, Halloween, Christmas candy, etc.)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-289	Subpoena Book (listing of subpoenas received and served)	One year after completion of book	Paper	09/30/1987	Rager, David
Safety	Police		87-29	12MW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Police Department			87-290	Telephone Line Recordings	Tape re-used after 30 days	Electronic	11/13/2008	Streicher, Chief Thomas H., Jr.
Safety	Police		87-291	Teletype (wanted messages, GBDC's, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Police			87-292	Time Book (record of Personnel assignment, vacation, detail time, sick time, etc.)	5 years plus current at Police Department, then permanent to Archives	Paper	11/13/2008	Ltc. Richard L. Janke, APC
Safety	Police		87-294	Traffic Warning Record (warning ticket for traffic violations)	30 days	Paper	09/30/1987	Rager, David
Safety	Police		87-295	Training Received by Individual Officer (listing on 3x5 index card system of all training received by officer)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-296	Unit Property Book (listing of all property received by individual unit)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-297	Vehicle Equipment File (listing of equipment assigned to individual police vehicles)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-298	Vehicle Jacket (folder containing information regarding individual police vehicles)	1 Year after vehicle is removed from service	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-299	Vehicle Validations (listing of open auto larcenies and complainant contacts by police)	2 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-30	12MB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-300	Vice Activity Statistics (information on number of vice related arrests) (at District One only)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-301	Warrant Book (listing of warrants received by unit and disposition of service)	Current + previous year after completion of book	Paper	09/30/1987	Rager, David
Safety	Police		87-302	Warrant Recalls (sheet listing a recall of traffic warrants)	Six months subject to an internal audit	Paper	09/30/1987	Rager, David
Safety	Police		87-303	Weekly Inventory of Gas, Oil, Etc. (only at units having gas pumps)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-304	Arrested/Cited/Referred Persons (arrests and citations total - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-305	Classified Expense Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-306	Classified Revenue Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-307	Delinquent Notice Audit List (listing of all parking citations which were not paid within two weeks from date of issuance - computer printout)	Six Months	Paper	09/30/1987	Rager, David
Safety	Police		87-308	Detailed Bi-Weekly Cost Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-309	Detailed Entry Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-31	12FW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-310	Encumbrance Report Program	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-311	Expense Distribution Process/Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-312	Payroll Processing/Gross Pay Register	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-313	Statement of Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-314	28-Day Period Crime Report (offense reported by state statute-computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-315	Vacation and Sick Leave Balances (financial report- computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-316	U.C.R. Adult and Juvenile Arrest by Age, Sex, Race (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-317	U.C.R. Monthly Stolen and Recovered Property and Auto Theft analysis(F.B.I. Uniform Crime Reporting report - computer printouts	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-318	U.C.R. Part I Offenses by Police District (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-319	U.C.R. Part I Offenses Crime Comparison Report by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-32	12FB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-320	U.C.R. Part I Offense Disposition of Offenses Known to Police by Month (F.B.I. Uniform Crime Reporting report 0 computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-321	U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-322	U.C.R. Part II and Offenses by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-323	U.C.R. Possible Battered Women Offenses (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-324	U.C.R. Return "A" (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-33	12P Palmprint Card (palmprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-34	Cin-Com 13 Auto Theft/Recovery Form (update computer with recovery information)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-35	Cin-Com 14 Description Card of Suspect Vehicle (update computer file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-37	Form 15 Property Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-38	Form 15N Property Security Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-39	Cin-Com 16 Signal 66 Log Sheet (record of false alarms at banks)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-40	Cin-Com 17 Mail Trip Card Record (record of interdepartmental mail runs)	Current + previous month	Paper	09/30/1987	Rager, David
Safety	Police		87-41	17 Temporary Transfer	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-41	17s Interdepartmental Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-45	Cin-Com 19 Auto Theft Log Sheet (listing of all auto thefts)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-46	Cin-Com 20 Auto Recovery Log Sheet (listing of all auto recoveries)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-47	Cin-Com 22 TCRU Daily Work Sheet (record of activity of Telephone Crime Reporting Unit)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-49	Cin-Com 24 TCRU Daily Report (types of report received by TCRU)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-50	Cin-Com 25 TCRU Activity by District (report received by TCRU by district)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-51	Form 25S-Application for Leave of Absence	Five years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.
Safety	Police		87-53	Cin-Com 27 TCRU Monthly Log (record of TCRU monthly activity)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-54	Cin-Com 28 Wrecker Log (record of wreckers dispatched by Police Division)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-55a	Form 28 Application For Purchase or Transfer of a Handgun	60 days if application approved	Paper	02/08/1989	Rager, David
Safety	Police		87-55b	Form 28 Application For Purchase or Transfer of a Handgun	If application denied, 2 years	Paper	02/08/1989	Rager, David
Safety	Police		87-55c	Form 28 Application For Purchase or Transfer of a Handgun	If used for purpose of firearm registration, permanent	Paper	02/08/1989	Rager, David
Safety	Police		87-57	Cin-Com 32 Third Relief Daily Line-ups (listing of radio cars reported daily to Communications Section)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-58	Form 32 Notice of Disciplinary Action, Separation or Layoff (non-disciplinary)	Until separation of employee	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-59	Form 32 Notice of Disciplinary Action, Separation or Layoff (disciplinary)	Three Years if suspension of 10 days or less. Retain for career if suspension of more than 10 days	Paper	09/30/1987	Rager, David
Safety	Police		87-60	Form 33 Resignation	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-61	Form 36 Charges Preferred Against Member (Internal Investigation charge sheet)	5 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-62	55 Letter of Understanding (used for paid services of police personnel, equipment, etc. by outside companies or agencies)	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-63	56 Letter of Understanding Police Escorts (used for paid police escorts by outside companies or agencies)	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-64	Form 64 White Property tag	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-65	Form 66S Notice of Official Reprimand (disciplinary action)	Three Years	Paper	09/30/1987	Rager, David
Safety	Police		87-66	67P Temporary Transfer Pay	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-67	68P Overtime and Court Appearance Report	5 Years + Current Year	Paper	6/25/2015	Blackwell, Jeffrey
Safety	Police		87-69	Form 74S City of Cincinnati Department of Personnel Injury with Pay Recommendation	Two years after separation then destroy	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		87-70	Form 75S Gas Disbursement Sheet (gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-71	CDOP 103 Civil Disturbance Operation Plan Equipment Inventory (equipment which would be used in case of a civil disturbance)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-72	GA120 Gas Disbursements (record of gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-74	PR 134 Firearms List (list of firearms coming into control of Police Division)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-75	Form 137 Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-76	Form 137A Additional Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-77	Form 188 Youth Aid Squad Investigative Report (investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-78	Form 189 Fingerprint and Photo Record of Juveniles	Until subject reaches 18th birthday	Paper	09/30/1987	Rager, David
Safety	Police		87-79	Form 202 Commanding Officer's Daily Time Report	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-80	Form 211 Application for Media Pass (personal information on subject of media pass)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-81	Form 264 Equipment Assigned to Sworn Officer (list of equipment assigned)	Until separation of employee	Microfilm	09/30/1987	Rager, David
Safety	Police		87-82	Form 270F Impounded Vehicle Information (information for finance or insurance company)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-83	Form 275 Court Order for Release of Property	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David
Safety	Police		87-84	Form 276 Daily Traffic Accident Summary (running total of monthly accident statistics)	2 Months	Paper	09/30/1987	Rager, David
Safety	Police		87-85	Form 292 Accident Envelope (driving Under Influence folder)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-86	Form 300A Index File for Criminal Information Jacket (white color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-87	Form 300B Index File for Criminal Information Jacket (orange color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-88	Form 300W Index File for Criminal Information Jacket (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-9	Cin-Com 1 Dispatch Card	Until computer is updated	Electronic	09/30/1987	Rager, David
Safety	Police		87-95	Form 305 Complaint Memo (used to record various complaints which are not reportable on forms: 301, 302, 303, or 304)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-96	Form 308 Receipts for Traffic Citation Tags (inventory system for moving and parking violation tags after issuance)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-97	Form 308A Traffic Citation Mail Envelope (can only be used one time)	None, destroy upon receipt	Paper	09/30/1987	Rager, David
Safety	Police		87-98	Form 310 Premise History Control Form (used to update computer file on premise history of a street location)	Unknown amount of time, determined by activity at certain street location	Paper	09/30/1987	Rager, David
Safety	Police		88-1	Form 67-Sworn Officers Working Out of Rank (New-Used to pay personnel working in a higher pay class)	3 Years, provided audited	Paper	07/11/1988	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		88-2	Form 678 Change in Court Appearance	Current + Previous Year	Paper	07/11/1988	Rager, David
Police			88-4	Form 448S-Evaluation Supplement Log (ESL), (Used to document significant instances in references to work of Police Department employees)	Three years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.
Safety	Police		88-7	Form CPR, Cincinnati Police Division Capital Project Form	Current + 4 Previous Years	Paper	11/09/1988	Rager, David
Safety	Police		89-002	Form DIS-94 Forfeiture Application, used by the Police Division Operations Unit when submitting property for the seizure/forfeiture process	Perpetual	Paper	04/05/1994	Gustavson, William M.
Safety	Police		89-1	Form 28A Application Control Ledger, used for investigation of Form 28 Application for Purchase or Transfer of Handgun	Same as Form 28	Paper	02/08/1989	Ammann, Ltc. E. P.
Safety	Police		89-3	Form 28C Application for registration of a Firearm, used for registration of firearms into the computer system	Permanent	Paper	09/21/1989	Rager, David
Safety	Police		90-1	267 Vehicle storage and impoundage fee receipt and release	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-2	268 Impounded vehicle receipt	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-3	Auction Records (accounting of autos and property sold by Police Division)	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-4	Registered mail receipts	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-5	245I Receipt of fees from Impound Unit Daily cash receipts schedule	3 Years provided audited	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-7	Communication Incident History Fiche original	3 Years + Current Year	Microfiche	02/26/1991	Rager, David
Safety	Police		91-033	668A Acknowledgement by the Secondary Employer	Current Year + 6 Years	Paper	10/01/2001	Baker, S. Gregory

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			91-1	Form 527-Arrest and Investigation Report	Five years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.
Safety	Police		91-10	#1 Requisition of Materials, Supplies and Services	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-11	3S Changes to Hours Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-12	7 Purchase Order	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-13	8 Requisition Certification	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-14	19 Inter-departmental Bill and Settlement Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-15	21 Schedule of Accounts Receivable	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-16	24 Cancellation or Change Order	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-17	36 Inter-departmental Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-18	37 City of Cincinnati Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-19	44 Sale of Obsolete Equipment	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-2	Form 527A Bond Information Sheet	Current Year + 5	Paper	03/11/1991	Mincy, Isaac E.
Safety	Police		91-20	70S Permission to Travel	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-21	71S Statement of Travel Expense	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-22	72 Term Purchase Release	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-23	80S Application for Tuition Reimbursement	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-24	81S Monies Deposited in City Treasury	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-25	370 Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-26	370A Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-27	431 Special Event Billing	5 Years + Current Year	Paper	03/11/1991	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		91-28	431 Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-29	541A Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-3	Form 663 On-Call Court Appearance	30 days	Paper	07/11/2001	Baker, S. Gregory
Safety	Police		91-30	608 Charge Memorandum	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-31	Contracts for Leased Vehicles	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-32	Payroll Attendance Record	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-33A	Form 668A-Cincinnati Police Department Acknowledgement by the Secondary Employer	Six year plus current year	Paper	3/5/2010	Streicher, Chief Thomas H., Jr.
Safety	Police		91-34	Form 36D Disciplinary Charge Sheet	5 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-35	Form 202A Commanding Officer's Daily Time Report	Current + 5 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-36	Form 323 Report of Purchase of Stained/Beveled Glass	Current + 2 Previous Years	Paper	11/27/1991	Rager, David
Safety	Police		91-37	Form 318 Report Conditions Affecting Other Departments	Current + 1 Year	Paper	11/27/1991	Rager, David
			91-38	Cincom 29 Radio Log Sheet	Current Year	Paper	11/27/1991	Rager, David
Safety	Police		91-39	Cincom 30 Battery Inventory Sheet	Current Year	Paper	11/27/1991	Rager, David
Safety	Police		91-4	Form 664 Case Delay Request	Destroyed daily after court	Paper	03/11/1991	Mincy, Isaac E.
Safety	Police		91-40	Cincom 31 Communications Assignment	Current + 2 Previous Years	Paper	11/27/1991	Rager, David
Safety	Police		91-41	Form 326 Property Check Out Card	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David
Safety	Police		91-42	Form 339 Police Property Record	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David
Safety	Police		91-43	Form 277 Confidential Informant Registration and Reliability	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-44	Form 278 Cooperating Individual Agreement	20 Years	Paper	11/27/1991	Rager, David

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		91-45	Form 279B Confidential Informant Receipt Part I & II	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-46	Form 280 Cooperating Individual Release of Claims	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-47	Form 281 Concealed Transmitter and Recording Consent	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-48	Form 545A Investigation Daily Report Time	Current + 1 Year	Paper	11/27/1991	Rager, David
Safety	Police		91-49	Form 429 Take Home Vehicle Report	Current + Previous Year	Paper	01/21/1992	Rager, David
Safety	Police		91-5	120-4 Treasury Department Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-50	Form 495 Cincinnati Police Intoxication Report	5 Years + Current Year	Paper	01/21/1992	Rager, David
Safety	Police		91-51	Form 29 Record of Licensed Place	Perpetually	Paper	01/21/1992	Rager, David
Safety	Police		91-6	244 Accounting Unit Receipt for Money Received	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-7	245 Receipt of Fees from Records	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-8	542 Cash Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-9	Leasing Agreement Documents	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		92-1	Form 496 DUI Investigation Record	5 Years + Current	Paper	01/21/1992	Rager, David
Safety	Police		92-11	Homicide Investigative Files, Others (Abductions, Kidnapping)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.
Safety	Police		92-12	Homicide Investigative Files (Residential Robberies)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.
Safety	Police		92-6	Win 1 Winter Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David
Safety	Police		92-7	Sum 2 Summer Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David
Safety	Police		92-8	Polygraph jacket 1 a. (Polygraph case jacket for applicants)	Current + 5 Years	Paper	05/22/1992	Miller, William A.
Safety	Police		92-9	Polygraph jacket 1 c. (Polygraph case jacket from criminal cases)	Current + 10 Years	Paper	05/22/1992	Miller, William A.



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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		94-002	Hit Skip Card Form 311C	Current + Previous Year	Paper	04/05/1994	Gustavson, William M.
Safety	Police		94-003	654 Citation Cancellation	3 Years + current	Paper	04/05/1994	Gustavson, William M.
Police Department			95-1	Telephone Court Orders	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.
Safety	Police		95-3	Form 313, Firearms Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.
Safety	Police		95-4	Form 527B, Trial Preparation Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.
Safety	Police		96-1	Night Chief's Rounds	30 Days	Paper	05/08/1996	Charlton, Joseph C.
Safety	Police		96-10	Form 96, Random Drug Test Notification	5 Years + Current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-11	Form 97, Medical Disclosure Form	Current Year + previous	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-2	Form 77 Specialized Assignment Application	Current Year + previous Year	Paper	05/08/1996	Charlton, Joseph C.
Safety	Police		96-3	Form 78 Non-Sworn Employee Assignment Availability	Current Year + previous Year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.
Safety	Police		96-4	Form 641 Summary of Background Investigation	Current Year + 3 previous Years	Paper	05/08/1996	Charlton, Joseph C.
Safety	Police		96-5	Form 605 Notification of Release	Current year + 5 previous years	Paper	06/25/1996	Charlton, Joseph C.
			12-001	17DI Detail Administrative Fee Invoice	Current + two years	Paper	03/16/2012	Craig, James E.
			12-002	Collaborative Agreement and Memorandum of Understanding	Current + ten years	Paper and Electronic	03/16/2012	Craig, James E.
			12-003	CIRV-1 Member Matrix	Current + two years	Paper and Electronic	03/16/2012	Craig, James E.
			12-004	CIRV-2 Group Information	Current + two years	Paper and Electronic	03/16/2012	Craig, James E.
			14-001	Form 68-P-FTO, Field Training Officer (FTO) Compensation Report	5 years + current	Paper	09/09/2014	Blackwell, Jeffrey
			15-001	Community Preventative Education Applications	2 years	Paper	6/25/2015	Blackwell, Jeffrey
			15-002	Contract Agreements used with asset forfeiture money	3 years	Paper	6/25/2015	Blackwell, Jeffrey

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
			15-003	Travel and Training paperwork where the expenses are paid with asset forfeiture money	5 years	Paper	6/25/2015	Blackwell, Jeffrey
			15-004	Form 311VS Cincinnati Police Department- Victim Statement	Placed in Criminal Jacket	Paper	6/25/2015	Blackwell, Jeffrey
			15-005	Form 140D Detection Activity Training	10 years	Paper and Electronic	6/25/2015	Blackwell, Jeffrey
			15-006	Form 140P Patrol Activity Training	10 years	Paper and Electronic	6/25/2015	Blackwell, Jeffrey
			15-007	Form 140T Tracking Diagram	10 years	Paper and Electronic	6/25/2015	Blackwell, Jeffrey
			15-008	Unofficial Criminal Intelligence Working Files: RCIC Printouts, BMV Searches, County Auditor Pictures, Mug Shots, Officer Notes	1 year	Paper	6/25/2015	Blackwell, Jeffrey
			15-009	Form 18NC	10 years + current	paper/photo/audio	6/25/2015	Blackwell, Jeffrey